



State of Wyoming A&I

Human  
Resources

# A&I HRD BULLETIN

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A&I-HRD Administrator

October 15, 2014

## MARK YOUR CALENDARS

**EEOC TRAINING IN NOVEMBER:** Patricia McMahon of the EEOC Denver Office will be presenting a two hour session on How to Address Bullying in the Workplace and providing information on Microaggression in the Workplace. This training will be held in Room B-63 of the Herschler Building from 1:30 pm to 4:30 pm. This training is being provided at no charge, and the registration link will be included in the email distributing this bulletin.

If you have any questions regarding the EEOC, harassment, discrimination, bullying, etc., you may send Kate the questions, and we will give them to Patricia ahead of time. She will then be able to ensure the question is answered on Nov. 3<sup>rd</sup>. We will also provide a question and answer period after her presentation, so new questions can be addressed.

**REID INVESTIGATIVE INTERVIEWING:** This two-day draining session was presented by Mr. Mark Reid. It was well received by fifty participants from eighteen agencies. Interviewing is a big part of many state employees' jobs, and we hope to be able to offer this training again. There is also additional training that can be presented by Reid & Associates which can assist interviewers that need to work toward getting a confession. We may be able to also host this training in the future.

**PRIMARY ELECTION VOTING LEAVE:** A reminder that Chapter 10 of the State Personnel Rules provide one hour of voting leave for employees to take part in the primary election on Tuesday, November 4, 2014. Supervisors may specify voting times to ensure adequate office coverage. This rule does not apply to employees who have three (3) or more consecutive non-working hours during the time polls are open to vote.

**STATE PERSONNEL RULES:** A hearing was held on Friday, October 3<sup>rd</sup>. The division is reviewing this and all of the other comments submitted. Responses to those comments will be prepared and final rules will be submitted to the Governor soon.

**NATIONAL AWARD FROM HALOGEN SOFTWARE FOR THE STATE'S PMI SYSTEM:** The State of Wyoming recently received a national award from Halogen Software for our outstanding work on the PMI system. Erin Williams and Lori Mischan accepted the Halogen Bright Lights Award last month in Washington, D.C. Their award category, the Bright Bottom Line, is presented to a customer who has made an effort to quantitatively assess and measures the results of implementing their Halogen talent system. Lori and Erin would like to thank all agency HR staff who are PMI contacts. They also thank all of the Halogen users who support the PMI and have difficult conversations about performance every day. "Alone we can do so little, together we can do so much."—Helen Keller.

**MARK YOUR CALENDER:** The State Employee Compensation Commission will meet on Wednesday, November 12, 2014, at 1:00 p.m. in Room 1699 of the Herschler Building. The agenda is in development. If you would like to attend the meeting via remote access, please let Karla Smith know at [karla.smith@wyo.gov](mailto:karla.smith@wyo.gov). HRD will review remote access possibilities if there enough interest.

**WY-CO REGIONAL JOB FAIR-FALL 2014 – Would you like to go, too?:** HRD staff will be traveling to the Larimer County Fairgrounds in Loveland for this event on Wednesday, October 22<sup>nd</sup>. This event is co-sponsored by



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Employment Services of Weld County, Larimer County Workforce Center, Workforce Boulder County, and Wyoming Workforce Services-Cheyenne Workforce Center.

This will be an excellent opportunity to meet potential employees, and there is no cost. HRD has reserved the tables, and you only need to come and enjoy the day as you meet with potential new employees.

**DATE:** Wednesday, October 22, 2014

**LOCATION:** Larimer County Fairgrounds, First National Bank Bldg.-North Hall, Loveland

**TIME:** 9:00 am to 10:00 am – Veterans Only  
10:00 am to 1:00 pm – Open to the Public

Please call Marlene Dunn in HRD at 307-777-6726 if you would like to participate. We will reserve a Motor Pool vehicle for the drive and leave early. You may bring any recruiting materials to give away. HRD will bring a laptop, so we can access our website. It will be fun!

**NEOGOV NEWS:** Alicia Glover, Karla Smith and Dave Urquidez attended the annual NeoGov Training & Conference in Las Vegas, Nevada, October 1<sup>st</sup> through October 3rd. They are excited to have met many of the NeoGov staff and had the opportunity to network with other states and entities who are NeoGov users. They are looking forward to some of the upcoming enhancements that were revealed at the conference.

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